

HOODLAND FIRE DISTRICT # 74
BOARD MEETING MINUTES
April 9, 2019

Those Present: Board Members: Pat Buckley, John Pruden, Cliff Fortune, Darcy Lais, and Mary Ellen Fitzgerald. Staff: Fire Chief; John Ingrao, Financial Manager; Carol Norgard, Lt. Eric Macy, SFF Kevin Frank, SFF Joe Schwab, SFF Matt Nicholson, FF Nick Miller, FF Jaden Markham, FF Dawson Kooch, Krista Frank, Gary Brandt, and Sally Chester. Guests: Kim Weaver, Shirley Dueber, Blane Skowhede.

1. Call to Order: By Pat Buckley at 7:00 PM.
2. Pledge of Allegiance: Led by Pat Buckley.
3. Persons to be Heard. None.
4. Approval of Minutes.

A. Board Meeting Minutes on Tuesday March 12, 2019.

MOTION MADE: By John Pruden to approve the March 12, 2019 Board Meeting Minutes as submitted.
2ND: By Mary Ellen Fitzgerald.
DISCUSSION: None.
PASSED: Unanimously.

B. Board Work Session Minutes on Saturday March 16, 2019.

MOTION MADE: By Darcy Lais to approve the March 16, 2019 Work Session Minutes as submitted.
2ND: By John Pruden.
DISCUSSION: None.
PASSED: Four Ayes by Pat Buckley, Darcy Lais, John Pruden, Mary Ellen Fitzgerald and One Abstain by Cliff Fortune.

5. Communications by Chief John Ingrao.
 - A. Thank you card to Chief and Pat Buckley from the Hoodland Women's Club for presenting at their meeting.
 - B. Thank you card from Pacific Northwest Search and Rescue for the donation.
 - C. Thank you card for assistance from a local patient.

5. Continued

D. Rhododendron CPO wrote an argument in favor of the levy for the Voter's Pamphlet.

E. Thank you card from Lisa for the get well basket.

6. Reports:

A. Blane Skowhede.

i. Government Camp Station Remodel – Construction has begun and they are currently working on demolition. The expected completion date is October 18, 2019.

B. Chief's Report by Fire Chief John Ingraio.

i. Government Camp Station: To meet the BOLI regulations, the updates to the Government Camp Remodel will be kept in a binder in the Communications Room.

ii. 800 Radio System by Joe Schwab: Received the first delivery of Digital 800 radios. We received 41 Portable and 11 Mobile Radios. Met with a radio vendor regarding the installation of the radios. The next shipment will be coming within the next two months, which will include more radios and chargers.

iii. Main Station: Unable to locate a set of plans for the main station to begin the seismic study.

iv. Local Option Levy: Continuing to do presentations at local meetings. Staff is researching the cost of sending the mailer.

v. County ASA: Lt. Macy is attending meetings and working with other Fire Departments to have more input.

vi. Draft of 2019-2020 Budget for your review before the First Budget Meeting on Thursday April 18, 2019 at 7:00 pm.

vii. Board Lunch on Friday April 26, 2019. Two said they could attend.

C. Finance by Financial Manager Carol Norgard.

i. Consolidated Monthly Budget Report for February and March.

ii. Year to Date Budget Report.

6. C. Continued

iii. We are currently at 53% of the budget which is good because we don't want to be at 100% because we need 17% (\$860,000) for cash carryover to cover the first five months of the next year's budget.

iv. Still working on Audits.

D. Prevention by Lt. Scott Kline:

i. Time in the office has been limited due to caring for wife after surgery.

ii. ISO: Met with representative, we are going to hold off on the re-rating until the Government Camp Station is completed and we can show response from that station.

E. Safety by SFF Kevin Frank:

i. SFF Kevin Frank is the new Safety Chair.

ii. Completed a Brightwood Safety Inspection and identified some areas for safety improvement.

iii. New Safety Excel Spreadsheet to document and track the Safety Items.

iv. Phil recently met with SDAO regarding the injury reporting process.

v. Next Safety Meeting is Wednesday May 8, 2019 at 6:30 pm.

vi. Next Safety Inspection is Sunday April 28, 2019 at 10:00 am.

vii. John Pruden volunteered to take over as the Board Safety Liaison.

F. EMS by Lt. Eric Macy.

i. CPR Program:

a. CERT has around 20 members interested in completing a CPR class, but AHA requires a 1:8 instructor to student ratio. Working on find a date when instructors are available to teach. Plans to schedule two classes due to the limited ratios.

6. F. i. Continued

b. Group classes are scheduled for Mt. Hood Rock Products and Mt. Hood Oregon Resort.

c. Individuals requesting CPR classes are referred to Sandy Fire.

ii. Medication Shortages: Nothing currently affecting HFD.

iii. EMS Training:

a. Monthly EMS Training is April 17, 2019 and will be taught by A Shift. The topics have been varying to meet individual training needs for recert.

b. Seven members attending the Timberline EMS Conference.

c. Recert should be completed by the end of April. Five members have already re-certified.

iv. ASA Review and AMR contract Review. Eric will be attending the next meeting July.

G. Training by Fire Chief Ingraio.

i. Burn to Learn – Date changed to Saturday May 4, 2019

H. Special Rescue.

i. No Report.

I. Union by SFF Joe Schwab.

i. Union members approved a contract for the Board to review.

J. Volunteers by FF Nick Miller.

i. Levy: Volunteers voted to approve including an argument in favor for the Levy in the Voter's Pamphlet. The vote was Nine Ayes and Two Nays.

ii. Training: Lots of EMS drills to help members get enough recert hours. As the weather warms we are starting to do more outside drills. Volunteers are looking forward to the next Burn to Learn.

6. Continued

K. C.E.R.T. by Sally Chester.

i. 2019 Business Plan includes public outreach classes.

ii. Members volunteered 253 hours in the last month.

iii. Five members attended an outside T.I.P. training class.

iv. Started a fast track program to add new members.

v. Waiting for PPE grant funding.

vi. Waiting to hear back the results of the I.T.S. grant.

L. Support Group by Sally Chester.

i. One resignation and several members on LOA.

ii. Will be helping with Burn to Learn.

iii. Planning a Spring Fling Event.

iv. Decided on the date of December 14, 2019 for the Christmas Party.

v. Working with Lt. Macy to schedule a CPR class.

7. Unfinished Business:

A. Strategic Planning Updates.

i. Working with Sandy Fire to schedule a joint board meeting.

8. New Business:

A. Re-Appoint Budget Committee Member Gaynell Thornbrough.

MOTION MADE: By Cliff Fortune to re-appoint Gaynell Thornbrough to another three year term on the Budget Committee.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

B. First Budget Committee Meeting on Thursday April 18, 2019 at 7:00 pm.

8. Continued

D. Second Budget Committee Meeting on Thursday May 16, 2019 at 7:00 pm. Discussion regarding possible date change.

MOTION MADE: By Mary Ellen Fitzgerald to approve changing the Second Budget Committee Meeting Date from May 16, 2019 to May 23, 2019.

2ND: By Cliff Fortune.

DISCUSSION: None.

PASSED: Unanimously.

C. Resolution #2019-03: Transferring funds within the 2018-2019 Operating Budget.

MOTION MADE: By Darcy Lais to adopt Resolution #2019-03 Transferring funds within the 2018-2019 Operating Budget.

2ND: By John Pruden.

DISCUSSION: None.

PASSED: Unanimously.

9. Motion to pay the bills.

A. Pay all bills as submitted.

MOTION MADE: By John Pruden to pay all bills as submitted.

2ND: By Darcy Lais.

DISCUSSION: None.

PASSED: Unanimously.

10. Board Members Comments.

A. Darcy Lais – Thank you Kevin for stepping up to be the new Safety Committee Chair. Glad to hear about the CERT member’s interest in being involved in the T.I.P. program.

B. Cliff Fortune – Thank you Kevin for taking on the Safety Committee Chair role. Sally keep up the good work. Scott, please give Lisa our best. Congrats to Brian and Lacy on their birth of their baby Colton. Glad construction has begun on Government Camp Station.

C. Mary Ellen Fitzgerald – Thank you to everyone for all of the extra work that you have done on the Levy.

D. John Pruden – Heard lots of good things from the community regarding the Levy. Moving out of the district so he will not be running again for Board Position #1. Glad to be a part of the district for the last 19 years.

10. Continued

E. Pat Buckley – Attended the Wildfire Work Shop at HFD. Because there was such a large interest, there will be another workshop on May 7, 2019.

11. Executive Session under ORS 192.660 2(d) Conferring with persons designated by the Board to handle labor negotiations.

RECESS: 7:49 PM from regular session.

RECONVENE: 7:54 PM into executive session.

A. Discussion regarding Union Contract.

ADJOURN: 8:27 PM from executive session.

RECONVENE: 8:28 PM into regular session.

12. Other New Business.

A. The board will take home the Union Contract to review.

B. Chief Ingrao requests district health care insurance coverage.

MOTION MADE: By John Pruden provide Chief Ingrao district health insurance coverage.

2ND: By Darcy Lais.

DISCUSSION: The estimated cost would be \$1,810.34 per month to add Chief Ingrao to the health insurance plan. This would basically be a \$20,000 dollar raise.

PASSED: Four Ayes by Pat Buckley, John Pruden, Mary Ellen Fitzgerald, and Darcy Lais and One Nay by Cliff Fortune.

13. Adjournment.

MOTION MADE: By Cliff Fortune.

2ND: By John Pruden.

ADJOURNMENT: Meeting adjourned at 8:33 PM.

Respectfully Submitted,

Carolyn M. Norgard

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant